

Module 4 – Requesting an eFlex Logon ID

The system assigns accounts based on your

- Bar ID (for attorneys)
- Form 50 number (for agents)
- Contexte ID (for Pro Se filers representing themselves)

You may only have one account per category (Bar/Agent/Pro Se). For example, a Form 50 Agent who represents two companies will only have one eFlex account using the same FA number but if they also file as a Pro Se Filer, they will have a second account using their Pro Se Court ID (also known as Contexte ID) .

To establish a password and logon, go to the **Live Production Version** logon screen (<https://eflex.courts.delaware.gov/ecf>).

Click on the 'Request Access' button, and complete the on-line screens.

**eFiling system for the
State of Delaware Judiciary**
Justice of the Peace Court

Welcome to EFLEX

Log In

User Name

Password

Log In [Forgot Your Password?](#)

New Users

If you have not signed in before, please request a user account.

Request Account

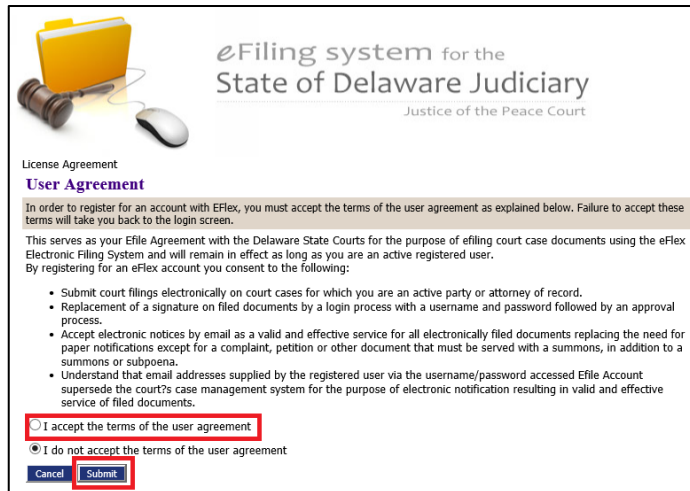
**DELAWARE STATE COURTS
EFLEX FOR ELECTRONIC FILING**

Documents may be filed to new or previously e-filed or paper cases in the Justice of the Peace Court. For more information, visit [Electronic Filing in the Delaware Judiciary](#).

Effective August 15, 2018 there will be an increase in Court civil filing fees. Please visit our website for a complete list of Civil Court Fees.

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On the first screen, read the User Agreement and then select “I Agree” to the Terms and Conditions, and click the ‘Submit’ button.



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License Agreement
User Agreement

In order to register for an account with eFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

This serves as your eFile Agreement with the Delaware State Courts for the purpose of eFiling court case documents using the eFlex Electronic Filing System and will remain in effect as long as you are an active registered user.

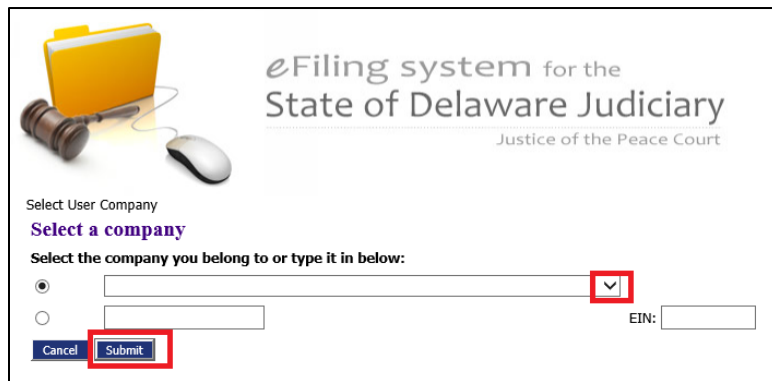
By registering for an eFlex account you consent to the following:

- Submit court filings electronically on court cases for which you are an active party or attorney of record.
- Replacement of a signature on filed documents by a login process with a username and password followed by an approval process.
- Accept electronic notices by email as a valid and effective service for all electronically filed documents replacing the need for paper notifications except for a complaint, petition or other document that must be served with a summons, in addition to a summons or subpoena.
- Understand that email addresses supplied by the registered user via the username/password accessed eFile Account supersede the court's case management system for the purpose of electronic notification resulting in valid and effective service of filed documents.

☐ I accept the terms of the user agreement
☒ I do not accept the terms of the user agreement

Cancel Submit

On the next screen, select your Company or Firm name from the drop down box list.



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Select User Company
Select a company

Select the company you belong to or type it in below:

☒ EIN:

Cancel Submit

If you are a Form 50 Agent and don't see your company listed, select “FORM 50 AGENTS”.

If you are a Form 50 Agent for multiple companies, select “MULTI-COMPANY FORM 50 AGENTS”.

If you are an attorney and you don't see your firm listed, select “PRIVATE PRACTICE”.

If you are representing yourself, select “PRO SE (SELF-REPRESENTED FILERS)”.

Click ‘Submit’ to move to the next screen.

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On the final screen, complete the information shown:

Filer Role: Select appropriate option – Agent (default), Attorney, or Pro-Se

User Name: Can be anything you desire. User names are case sensitive.

Password: Anything you want, enter twice. Passwords are case sensitive.

Title: Optional

First Name: Required

Middle Name: Optional

Last Name: Required

Suffix Name: Optional

Bar/FA Number: Enter Bar ID's in 6 digits (pad front of # with zeroes); For FA #, include the letters "FA" and the number (no spaces, no number signs). Pro-Se filers: skip this field.


Contexte ID: Only for Pro-Se filers (leave blank if not known).

SSN: Leave blank.

Phone: Required

Fax: Optional

Email: Required. All E-mail addresses entered will receive notices of actions on this person's case filings. First email will receive messages about password resets.



Request a User Account

Request a User Account

*Required Fields

Company Name: FORM 50 AGENTS

Filer Role: * Agent (enter FA No.) ▼

User Name: *

Password: *

Confirm Password: *

Title:

First Name: *

Middle Name:

Last Name: *

Suffix Name:

Bar/FA Number:

Contexte Id:

SSN:

Phone: Fax:

Email: *

1st Alternate Email:

2nd Alternate Email:

☒ Use My Company's Address

☐ Use My Address

Address Line 1: *

Address Line 2:

Address Line 3:

City: * State: Delaware ▼

Postal Code: * Country: United States ▼

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Company Address: Leave marked if using your company's mailing address.

Use My Address: Enter a different mailing address if necessary.



Click 'Submit' to send your request to the Courts..

A message will appear indicating that you will be notified when your logon has been approved by "your administrator" who is actually the eFlex System Administrator at the Delaware Courts, not your company's administrator.



When your logon is approved, you will receive a confirming email (usually in less than 1 business day).